

# U · t · i · n · g Your Grant





You will need to map a network drive

To do this go to the my computer icon on your desktop and right click on it

From the dropdown menu choose Map Network Drive...

Pick a drive letter that is not associated with anything else then

Type in \\Whale\Sponsored Pgms & Grants in the folder field  
(Please note there are spaces between the words: Sponsored(sp)Pgms(sp)&(sp)Grants.

Make sure Reconnect at logon is checked then click Finish

You may need to reboot your computer to be able to access the drive

If you have a Mac, please contact the Help Desk at 7500 for assistance accessing the drive

All expenses must be on the appropriate page before they can be approved

There are certain cells that are locked



At the beginning of each grant, Sponsored Programs encumbers entire salary and benefits according to the grant budget

Sponsored Programs and Grants Management will update the personnel and benefits expended each month

Personnel and benefits are locked cells that departments do not have access to

It is the responsibility of the grant admin to add the following items to the spreadsheet/s

**Payee:** List the vendor name in this cell

**Description:** Add a brief general description

**Req. Number:** Please list the PR in this cell

**Amount:** List the requested amount

**Request date:** This date should match the one in eVA

# Travel

Before we can sign the travel request, it needs to be on the spreadsheet

List the name of traveler in the Payee cell and the date and destination in the Description cell

In the description column, list the travel expenses individually (see example below)



Please [contact our office](#) if you need help accessing your spreadsheet or need information about how to enter expenditures.